

UGA Pre-Application Quick Reference Guide, FY 24

Pre-Application: April 4 – Extended to June 15, 2022
Program EBS Applications due October 7, 2022

Step 1: Click and complete the [Pre-Application Registration Form \(smartsheet.com\)](https://smartsheet.com)

Step 2: Sub-Recipient will receive an email from the assigned Regional Grant Specialist (RGS). The email contains a hyperlink to a customized SmartSheet workspace for your organization. The Sub-Recipient will complete and attach all required documents below in this Smartsheet workspace. Templates for documents 2a-2e can be accessed and downloaded on [UGA PDF 195](#)

Required documents for Pre-Application Phase listed in Smartsheet:

- 2a - Transportation Advisory Board Composition
- 2b - DBE Certification Form
- 2c - Conflict of Interest Policy
- 2d - UEI Annual Registration
- 2e - Equal Employment Opportunity (EEO) Form
- 2f* [Title VI Certification \(smartsheet.com\)](#)
- 2g* [Delegation of Authority Form \(smartsheet.com\)](#)
- 2h* [Anticipated DBE \(smartsheet.com\)](#)

**The following documents: (2f, 2g, 2h are completed through the hyperlinks in your workspace). Click the hyperlink and complete the required information. Once the form is submitted, the transit director will receive an email to sign and date the completed Title VI Certification, Delegation of Authority Form, and Anticipated DBE Form. The transit director will then upload the signed and completed documents into the organization's dedicated SmartSheet workspace.*

If your organization is a non-profit, please complete and upload the additional documentation to the Smartsheet workspace. (If not a non-profit, skip this section).

Non-Profit additional required documentation for Pre-Application Phase listed in Smartsheet:

- IRS Letter
- Articles of Incorporation
- By-Laws
- Members of Board of Directors

Step 3: The Pre-Application phase is **COMPLETE** after all documents listed above have been submitted to your organization's Smartsheet workspace. The RGS will review all documents for completeness and accuracy and notify you if corrections are required. After reviews are complete, the RGS will email a **Pre-Application APPROVAL LETTER**.

Next Phase: Program Applications in EBS open July 1, 2022.